



**The Loppet Foundation
Director of Events
Job Posting**

[The Loppet Foundation](#)'s mission is connecting people to the outdoors through experiences that grow community. We value anti-racism, collaboration, growth, inclusion, play, stewardship and well-being. The foundation provides quality programming for youth and adults, produces world class adventures and sporting events, and strives to create a welcoming and inclusive community in its operations in Theodore Wirth Park. The Loppet staff are dedicated and energetic individuals who work together leveraging the various aspects of the Foundation to create a whole that is more than the sum of its parts.

Job Summary: The Director of Events oversees all operations and production of Loppet Foundation Events. It is the Director's responsibility to see that Loppet Events align with and support the Loppet Foundation's mission/vision and values. The Loppet produces multiple annual local large-scale events including the City of Lakes Loppet Winter Festival and periodic national and international events. Event activities include running, skiing, mountain biking and paddling. The Events Director works closely with staff and volunteers to assure the quality and accessibility of all Loppet Events.

The Events Director is responsible for the following:

- Event Development
 - Leads the implementation of current Loppet Signature Events and drives the creation and implementation of new events
- Event Operations Management
 - Develop systems and take a project management approach to events, including building timelines, checklists, mapping, etc.
- Budgeting Oversight
 - In partnership with the Lopper Finance Director, develops and manages the Loppet Events budget.
- Events Volunteer Management
 - Recruit, empower, thank and retain event volunteer leaders and leadership teams.
- Infrastructure Oversight
 - Ensures that Loppet events assets are acquired or rented according to Loppet spending policies and maintained and stored appropriately. Manages vendor relationships.
- Permitting Responsibility
 - Actively works with cities (primarily Minneapolis and Golden Valley), the Minneapolis Park and Recreation Board, and other municipal and related entities to ensure that events are permitted properly.
- Registration Oversight
 - Work with the Registration & Database Manager to ensure that registration and database management is smooth for events.
- Marketing Oversight
 - Ensures that event communications across platforms have correct and timely information on event logistics (times, dates, places, etc.). Also serves as a community liaison to the appropriate media and community groups to specifically communicate regarding events.
- Staff Supervision
 - The Events Director oversees one or two Event managers and/or coordinators and provides leadership to a team of staff from other departments as they support events.

Required Knowledge and Abilities:

- 5+ years of Event Management experience, with a preferred focus on endurance/active events

- Experience supervising staff and volunteers
- Demonstrated commitment to Equity
- Proficiency in various CRM and communication platforms

The Director of Events reports directly to the Executive Director. Salary wages range from \$ 67,000 - \$72,000 per year, depending on demonstrable experience.

This is a Full-time salaried position. Schedule and location are generally flexible with the understanding that a presence during regular business hours is important. However, it is also important to note there will be a variety of evening and weekend events outside of regular business hours that this role will need to be present for.

This position includes the following benefits: Unlimited PTO, a simple IRA with the Loppet Foundation matching employee contributions up to 3% of the employee's salary, and two health insurance plan options and a dental insurance option. And the ability to work and play in the magnificent Theodore Wirth Park!

*We recognize the need for a diverse workforce and understand that traditionally underrepresented communities must be centered in the work we do. As a Foundation, we are committed to building a blended team that reflects the community we serve. Hence, **we strongly encourage BIPOC, Indigenous and Queer-identified individuals to apply.***

HOW TO APPLY:

No phone calls, no walks in. To apply, please follow the instructions below:

- Email the following materials to hr@loppet.org with an e-mail subject that reads "Loppet Director of Events":
 - Resume (preferably in .pdf form), Cover Letter in the body of the email, and salary expectation.
- All applications received by November 22nd will be considered.